Template: Locating Lost Campers

This should be followed by all faculty, staff, counselors and anyone associated with the program

A call comes into the main office stating a camper/student has failed to show up for class, or activity, or bed checks, etc.

First 10 Minutes

1. RA(staff member) check students room and call students cell phone
2. If student is not in room and does not answer cell phone, the Program Director is immediately contacted
3. Director calls Asst. Director and staff to begin search of typical areas students may go, speak to close friends within program, etc.
4. Program Director calls University of Michigan, Division of Public Safety and Security (UM-DPSS); or Program Director contacts parents-this is decided together
5. Staff fills out incident report

Next 10 Minutes

6. Director calls conference coordinator and any staff or faculty needed to aide in the search
7. The Student’s cell phone is called every 10 Minutes; parents are continuously updated as to any new developments
8. All parties work together in keeping each other updated so that if the incident escalates, all necessary university officials have been notified
9. The Conference Services contact will alert the Director of Conference Services who will then alert anyone needed to be apprised of the incident; Risk Management, Communication Officer, and Associate Director of Housing
10. Staff updates incident report as needed

- When the student has been located, it is recommended that the program director assess the student’s needs and/or behavior, as every incident is different and could be very traumatic. Follow emergency procedures that are in place and utilize any university personnel that could help.
- If it is determined that the student chose not follow camp protocol/procedures, it is up to the program director to establish any reprimands.

For example: there are specific things you can establish with the student who chooses to do things their own way.

1. Have them check in at the office every morning and at every break in the day, until you feel they have earned the right to be on their own
2. Escort them to class and activities, until you feel comfortable with them doing it on their own

Establishing guidelines at the beginning of the camper/students program is very important, and following through on what you say, is also very important; both in discipline and in every day interactions.